



# MEMORANDUM

**TO:** Members of the Suffolk City School Board

**FROM:** Dr. John B. Gordon III, *Superintendent*  
Dr. Rodney J. Brown, *Chief of Administrative Services*

**RE:** *Personnel Report for November 2024 School Board Meeting*

**DATE:** November 4, 2024

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## **RESIGNATIONS**

Nineteen (19) resignations which include five (5) instructional employees, and fourteen (14) non-instructional employees. The instructional employees include four (4) Teachers, and one (1) School Counselor.

## **JOB ABATEMENT**

One (1) S3 (Safety, Security, Support) Associate

## **DISCIPLINARY ACTION**

Recommend for Termination of Employment – One (1) Bus Driver

## **INSTRUCTIONAL HIRES**

Five (5) Teachers, one (1) ELL Division Literacy Coach, and one (1) Director of Student Activities.

## **NON-INSTRUCTIONAL HIRES**

Four (4) Bus Aides, five (5) Bus Drivers, seven (7) Food & Nutrition Associates, four (4) Custodians, one (1) ISS (In School Suspension) Monitor, one (1) S3 (Safety, Security, Support) Associate, one (1) Safety Monitor, and six (6) Teacher Assistants.

## **SUBSTITUTE PERSONNEL**

Three (3) Bus Aides, two (2) Bus Driver Trainees, eight (8) Cafeteria Assistants, and twenty-nine (29) Teachers.

### **EXTRA SUPPLEMENTS/STIPENDS**

- Two (2) Substitute Bus Driver trainees to receive a stipend of \$300 for partial/full training for partial/full training.
- One (1) SPED Education teacher to receive compensation for interpreting services provided to the Human Resources department at the rate of \$28.38 per hour.
- One (1) teacher to received compensation for working an extra section at Nansemond River High School at the rate of 1/8<sup>th</sup> of the individual contracted pay.
- Two hundred and twenty-five (225) school personnel to receive compensation for serving on SPS Saturday Academy for the 2024-25 school year in the amounts ranging from \$125 - \$300 per session.
- Three (3) coaches to receive a \$150 stipend each trip for driving multiple athletic trips for several schools in September 2024.
- One (1) school employee to receive compensation for announcing football games at Kings Fork High School for the 2024-25 school year at the rate of \$40 per event.
- One (1) employee to receive compensation for work athletic games at the rate of \$12.41 per hour.
- Two (2) S3's (Safety, Security, Support) Associates to receive compensation at their hourly rate and overtime (over 40 hours) if necessary for providing additional security during high school sporting events.
- Twenty-five (25) school employees to receive a stipend for serving as Lead Drivers for the 2024-25 school year in the amount of \$2000.
- Five (5) staff members to receive an annual stipend for serving as division leads in various areas in amounts ranging from \$1200 - \$2000 during the 2024-25 school year.
- Five (5) SPED employees to be granted approval for funding locations adjustments in the 2024-25 school year from Local Funding to Title VI-B funding.
- One (1) school employee to receive compensation from the United Way Needs Fund for hours worked in identifying students eligible to receive McKinney-Vento resources at the rate of \$23.46/\$35.19 per hour.
- Approval requested to increase the hourly rate for event staff from \$40 to \$60 per game.
- Six (6) school personnel to receive stipends for serving as Assistant Directors of Student Activities at various schools in the amount of \$1500 per semester.

- Approval requested to remove a stipend amount of \$3000 previously granted to an employee to support Career and Technical Education whose position has been promoted to Director of Curriculum and Instruction.
- Seventy-six (76) school personnel to receive compensation for providing instructional support on October 12, 2024 for the SPS Saturday Academy in amounts ranging from \$70 - \$300.
- Eighteen (18) long-term substitutes to receive compensation for attending a city-wide curriculum and instructional meeting in October, 2024 at the rate of \$33.15 per hour.
- Forty-six (46) bus drivers and aides to receive a \$150 incentive bonus for perfect attendance during the month of September 2024.
- One (1) school employee to receive a stipend in the amount of \$2500 for the planning and facilitating of all standardized testing at Turlington Woods school after her regular duty time.
- Five (5) teachers to receive compensation for teaching Z-Block at Lakeland High School for one semester of the 2024-25 school year at the rate of \$36.77 per hour.
- Five (5) teachers to receive compensation for after-school detention at Lakeland High School for the 2024-25 school year at the rate of \$36.77 per hour.
- Seventy-six (76) school personnel to receive compensation for providing instructional support on October 26, 2024 for the SPS Saturday Academy in amounts ranging from \$70 - \$300.
- One (1) teacher assistant to receive leave of absence due to medical reasons.
- Two (2) Substitute Bus Drivers to be removed from the Substitute List.